

## LAW DEPARTMENT SUMMARY

The Law Department provides legal counsel to the City Council, City Manager, and all departments, boards, agencies, utilities and commissions of the City. The legal staff represents the City in all legal actions and prosecutes cases in Municipal Court. Other responsibilities include, preparation of ordinances and other legal instruments and issuance of legal opinions. This office administers a diversion program for first time offenders of drunk driving and prosecutes cases in the City's environmental court.

### Budget Highlights

The 1989 Adopted Budget reflects an increase of \$60,170 (7.4%) over the 1988 Adopted Budget.

- ° Personnel costs represent 94% of the total budget.
- ° Authorized positions remain at the current 1988 level.
- ° The City's General Fund participation in the DUI grant to Law will be 100%, or \$33,830 - representing a \$12,430 increase in support above 1988. The Law program includes funding for an Attorney I (prosecutor) and office supplies. The City receives approximately \$50,000 annually from fees for Law's administration of the DUI diversion program.
- ° The Tort Liability and Workers' Compensation funds each contribute \$31,650 to this budget for legal services.
- ° The budget continues funding for the Environmental Court established this year.
- ° An increase of \$2,270 is included in the 1989 budget to support the cost of maintaining the law library.
- ° Position vacancies during the year account for a savings in personal services of \$71,830 in the 1988 budget.

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	<u>Budget Summary</u>			
	<u>1988</u> <u>Adopted</u>	<u>1988</u> <u>Revised</u>	<u>1989</u> <u>Adopted</u>	<u>1990</u> <u>Adopted</u>
Personal Services	\$736,100	\$683,330	\$818,510	\$825,080
Contractual Services	42,120	41,990	41,950	41,950
Commodities	13,600	12,750	12,930	12,930
Other (DUI Match)	<u>21,400</u>	<u>21,400</u>		
<b>Total</b>	<b><u>\$813,220</u></b>	<b><u>\$759,470</u></b>	<b><u>\$873,390</u></b>	<b><u>\$879,960</u></b>

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**CITY OF WICHITA 1989/90 ANNUAL BUDGET**

FUND: GENERAL  
DEPARTMENT: LAW

ACTIVITY NO.: 110-64-320-50000

	1987 ACTUAL	1988 ADOPTED	1988 REVISED	1989 ADOPTED	1990 ADOPTED
110 Wages	512,142	600,770	547,470	667,240	673,800
115 Overtime					
121 Employee Benefits	114,736	118,360	119,760	134,640	134,640
122 Group Life Insurance	493	520	520	540	540
123 Group Health Insurance	16,671	16,450	15,580	16,090	16,100
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TOTAL PERSONAL SERVICES	644,042	736,100	683,330	818,510	825,080
211 Electricity					
212 Natural Gas					
213 Water					
214 Trash/Dump Fees					
220 Communications	14,059	11,310	11,310	11,310	11,310
230 Transportation Out of City	2,897	5,300	5,300	5,400	5,400
231 Transportation In City	55	2,400	150	150	150
240 Advertising					
250 Insurance					
260 Dues and Subscriptions	16,682	14,180	16,450	16,700	16,700
270 Professional Services	105	400	250	150	150
291 Office Automation		220	220	230	230
292 Data Processing					
293 Central Maintenance					
294 Motor Pool	6	500	500	200	200
295 Other Contractuals	6,185	7,810	7,810	7,810	7,810
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TOTAL CONTRACTUAL SERVICES	39,989	42,120	41,990	41,950	41,950
310 Office Supplies	9,907	13,000	12,100	12,100	12,100
320 Clothing and Linen					
330 Food, Drugs and Chemicals	550	300	530	530	530
340 Operating Supplies Buildings					
350 Repair Parts Buildings					
360 Operating Supplies Equipment					
370 Repair Parts Equipment	109	300	120	300	300
380 Operating Supplies Construction					
390 Minor Apparatus/Tools					
395 Other Commodities					
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TOTAL COMMODITIES	10,566	13,600	12,750	12,930	12,930
400 TOTAL CAPITAL OUTLAY					
TOTAL OTHER	16,825	21,400	21,400		
TOTAL	711,422	813,220	759,470	873,390	879,960

**CITY OF WICHITA 1989/90 ANNUAL BUDGET**

**FUND: GENERAL**  
**DEPARTMENT: LAW**

**ACTIVITY NO.: 110-64-320-50000**

The Law Department represents the City in all legal actions brought against the City or initiated by the City, including prosecution in the Municipal Court. The department investigates and makes recommendations on claims for damages filed against the City and provides legal counsel to the City Council, City Manager and departments, boards, agencies, utilities and commissions of the City.

Other responsibilities are to draft and approve ordinances, resolutions, contracts, and other legal instruments; to render legal opinions as requested; and to provide legal assistance in labor relations, cable television matters, and the City's legislative program.

The City Attorney is also charged with the responsibility of administering a diversion program for DUI first-time offenders.

POSITION TITLE	POSITIONS		1989 EMPLOYMENT		1988 ADOPTED	1988 REVISED	1989 ADOPTED
	1987 BUDGET	1988 BUDGET	1989 BUDGET	RANGE			
Director of Law & City Attorney	1	1	1	E-3	56,830	58,220	59,600
First Attorney	1	1	1	E-6	52,760	53,620	55,430
Senior Attorney	2	2	2	E-7	92,930	46,970	102,390
Attorney III	3	3	3	E-9	122,180	126,460	126,460
Attorney II	3	3	3	E-12	93,910	101,720	101,720
Attorney I	1	1	1	628	25,060	25,060	29,210
Attorney I (KDOT/DUI)	1	1	1	628	26,520	26,520	27,600
Attorney (PT)	3	3	3	627	84,600	63,210	88,760
Administrative Secretary	1	1	1	620/21	22,760	22,760	23,640
Legal Secretary	4	4	4	620	85,730	85,730	90,140
Secretary	1	1	1	618/19	18,000	18,000	19,510
<b>Subtotal</b>	<b>21</b>	<b>21</b>	<b>21</b>		<b>681,280</b>	<b>628,270</b>	<b>724,460</b>
<b>ADD: Longevity</b>					<b>3,040</b>	<b>3,040</b>	<b>3,420</b>
<b>Year End Payroll Accrual</b>					<b>2,390</b>	<b>2,100</b>	<b>2,560</b>
<b>LESS CHARGES TO:</b>							
Tort Liability					(30,440)	(30,440)	(31,600)
Workers Compensation & Unemployment					(30,440)	(30,440)	(31,600)
KDOT/DUI Grant					(25,060)	(25,060)	0
<b>TOTAL</b>					<b>600,770</b>	<b>547,470</b>	<b>667,240</b>